

Item 5G.
BCWMC 8-20-20

PROPOSED BCWMC 2021 OPERATING BUDGET									
	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	Proposed 2021 Budget	See Notes
ENGINEERING & MONITORING									
Technical Services	125,000	140,702	125,000	126,154	130,000	156,941	130,000	134,000	(A1)
Development/Project Reviews	65,000	71,791	75,000	45,070	80,000	56,420	75,000	68,000	(A)
Non-fee and Preliminary Reviews	15,000	20,906	10,000	23,073	15,000	32,937	20,000	24,000	(B)
Commission and TAC Meetings	14,000	11,753	12,000	10,575	12,000	13,207	12,000	12,000	(C)
Surveys and Studies	20,000	16,347	12,000	-	20,000	16,316	10,000	9,000	(D)
Water Quality / Monitoring	74,300	70,855	80,700	120,728	78,000	76,754	102,600	129,000	(E)
Water Quantity	11,500	8,570	6,300	5,678	10,000	9,998	6,500	7,000	(F)
Assistance on Erosion Control Inspections	1,000	-	1,000	-	-	-	-	-	(G)
Annual Flood Control Project Inspections	12,000	7,678	48,000	20,279	48,000	26,744	12,000	12,000	(H)
Municipal Plan Review	8,000	1,835	8,000	26,779	4,000	5,406	2,000	2,000	(I)
Watershed Outlet Monitoring Program	15,500	19,994	20,500	18,145	20,500	19,530	20,500	23,000	(J)
Annual XP-SWMM Model Updates/Reviews	10,000	5,650	10,000	8,918	-	-	-	-	(K)
APM/AIS Work	35,000	34,920	32,000	35,977	32,000	21,246	30,000	14,000	(L)
Subtotal Engineering & Monitoring	\$406,300	\$411,001	\$440,500	\$441,376	\$449,500	\$435,499	\$420,600	\$434,000	
PLANNING									
Next Generation Plan Development	-				12,000	12,000	18,000	18,000	(M)
Subtotal Planning	\$0		\$0	\$0	\$12,000	\$12,000	\$18,000	\$18,000	

Item	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Gross Expenses	2020 Budget	Proposed 2021 Budget	See Notes
ADMINISTRATION									
Administrator	67,200	60,559	67,200	59,955	69,200	64,926	69,200	67,400	(N)
MAWD Dues							500	3,750	(O)
Legal	18,500	16,249	17,000	13,313	17,000	14,428	15,000	15,000	(P)
Financial Management	3,200	3,200	3,200	3,200	3,500	3,500	3,500	4,000	(Q)
Audit, Insurance & Bond	15,500	17,304	15,500	17,648	18,000	15,892	18,000	18,000	(R)
Meeting Catering	2,000	1,198	1,600	1,295	1,500	1,341	1,500	1,300	(S)
Administrative Services	18,000	13,346	15,000	14,240	15,000	12,992	15,000	8,000	(T)
Subtotal Administration	\$124,400	\$111,856	\$119,500	\$109,651	\$124,200	\$113,079	\$122,700	\$117,450	
OUTREACH & EDUCATION									
Publications / Annual Report	2,500	1,138	1,500	937	1,300	1,263	1,300	1,300	(U)
Website	4,400	1,228	4,200	443	3,000	1,617	1,000	1,800	(V)
Watershed Education Partnerships	15,500	12,354	13,850	13,454	15,850	13,810	15,850	17,350	(W)
Education and Public Outreach	20,000	19,302	22,000	18,585	25,000	23,588	22,000	26,000	(X)
Public Communications	2,500	732	2,500	563	1,000	878	1,000	1,000	(Y)
Subtotal Outreach & Education	\$44,900	\$34,754	\$44,050	\$33,982	\$46,150	\$41,156	\$41,150	\$47,450	
MAINTENANCE FUNDS									
Channel Maintenance Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000	(Z)
Flood Control Project Long-Term Maint.	25,000	25,000	25,000	4,000	25,000	25,000	25,000	25,000	(AA)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$29,000	\$50,000	\$50,000	\$50,000	\$45,000	
TMDL WORK									
TMDL Implementation Reporting	20,000	19,209	10,000	4,668	10,000	215	10,000	7,000	(BB)
Subtotal TMDL Work	\$20,000	\$19,209	\$10,000	\$ 4,668	\$10,000	\$10,000	\$10,000	\$7,000	
GRAND TOTAL	\$645,600	\$626,820	\$664,050	\$618,677	\$691,850	\$661,734	\$662,450	\$668,900	

Proposed 2021 Revenues	
Expected Income	<u>Proposed</u>
Assessments to cities	\$ 554,900
Use of fund balance	\$ 5,000
CIP Administrative Funds (2.0% of est. requested levy of \$1.5M)	\$ 30,000
Project review fees	\$ 62,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	\$ 12,000
WOMP reimbursement	\$ 5,000
Expected reimbursement for Blue Line LRT work	\$ -
Interest income in 2021	\$ -
	\$ 668,900
DRAFT Expenses	
Total operating budget	\$ 672,650
Fund Balance Details	
Est. Beginning Fund Balance (Jan 31, 2021)	\$ 393,676
Use of Fund Balance	\$ 5,000
Est. Remaining Fund Balance (Jan 31, 2022)	\$ 388,676

Community	For Taxes Payable in 2020	2019 Percent of	Area Watershed	Percent of	Average	2015	2016	2017	2018	2019	2020	Proposed 2021
	Net Tax Capacity	Valuation	in Acres	of Area	Percent	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900
Crystal	\$10,060,219	5.69	1,264	5.09	5.39	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877	\$29,062	\$29,898
Golden Valley	\$45,484,227	25.72	6,615	26.63	26.17	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553	\$144,693	\$145,228
Medicine Lake	\$1,087,200	0.61	199	0.80	0.71	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846	\$3,975	\$3,928
Minneapolis	\$12,181,159	6.89	1,690	6.80	6.84	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805	\$37,631	\$37,983
Minnetonka	\$10,994,799	6.22	1,108	4.46	5.34	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989	\$29,967	\$29,622
New Hope	\$9,869,052	5.58	1,252	5.04	5.31	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987	\$28,987	\$29,464
Plymouth	\$75,291,555	42.57	11,618	46.77	44.67	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986	\$245,942	\$247,860
Robbinsdale	\$3,471,941	1.96	345	1.39	1.68	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523	\$8,937	\$9,299
St. Louis Park	\$8,427,361	4.76	752	3.03	3.90	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284	\$21,257	\$21,618
TOTAL	\$176,867,513	100.00	24,843	100.00	100.00	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900

NOTES

(A1) General technical services by Barr Engineering; amount similar to previous years; increased slightly based on 2019 actuals.

(A) Partially funded by application fees; with the creation of the preliminary and non-fee budget category, most of the review costs will be covered by application fees. 2021 budget assumes 30 submittals at average cost of \$2,000 - \$2,500 per review.

(B) Assumes a slight increase in non-fee reviews in 2021 based on recent activity. This was a new line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee. Includes DNR application reviews, MnDOT project reviews, Met Council light rail transit, and other prelim reviews requested by administrator and member cities. Through agreements with Met Council, \$66,400 of these costs have been reimbursed since 2015.

(C) Includes attendance at BCWMC meetings, TAC meetings, Administrative Services Committee meetings, Budget Committee meetings and other meetings. 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed). 2018 - 2020 budgets were reduced from 2017 and assumed 12 BCWMC meetings and 5 other meetings (TAC, etc.). 2021 budget also assumes 17 meetings including BCWMC meetings (12), TAC meetings (3), Administrative Services Committee meetings (1), Budget Cmte meetings & other meetings (1).

(D) For Commission-directed surveys and studies not identified in other categories - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring, stream monitoring equipment purchase. 2018 budget was reduced from previous years for overall budget savings. 2019 budget is more in line with previous years and gives Commission flexibility to investigate or tackle unforeseen issues that arise. Lowered again in 2020 to allow for higher monitoring budget. Remaining low for overall budget savings.

(E) Routine lake and stream monitoring. See details on next page.

(F) Water Quantity (lake level) monitoring. 2018 budget lowered for budget savings and resulted in fewer data points. 2019 budget back to earlier budget levels. 2020 budget lowered again for budget savings. In 2021 Engineer requests slight increase for unforeseen events, checking benchmarks, etc. This amount still may not cover unforeseen events.

(G) After recommendations from the TAC and Budget Committee, the Commission ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remained here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city). However, little or no expenses have been incurred since 2014. In 2019 it was removed from budget. If inspections are needed they can be charged to general technical services.

(H) 2021 budget includes annual typical inspection of Flood Control Project (FCP) features without tunnel inspections. Budget varies widely by year depending on the FCP features being inspected. New FCP policies and inspection schedules were adopted in 2016. (See link below)

http://www.bassettcreekwmo.org/application/files/4514/9637/1815/2016_FCP_Policies.pdf

(I) Municipal plan approvals completed in 2019; however, this task has also included review of adjacent WMO plan amendments, and review of city ordinances; \$2,000 budget recommended in 2021 for these types of reviews.

(J) Monitoring at the Watershed Outlet Monitoring Program site in Minneapolis through an agreement with Met Council. Commission is reimbursed \$5,000 from Met Council. Met Council pays for equipment, maintenance, power, cell service, and lab analyses. Monitoring protocol changed in 2017 with collection of bi-monthly samples (up from once-per-month sampling). The station will be temporarily moved in 2020 to accommodate a city sanitary sewer project and is likely to be moved back to its original location in 2021, hence the higher amount. \$23,500 includes \$18,500 for Wenck or similar contractor + \$4,500 for Barr's flow measurements, data management and some analyses

(K) This item is used to make updates to the XP-SWMM model, coordinate with P8 model updates, and assist cities with model use. However, no XP-SWMM updates are expected in 2019 - 2021 due to work on the grant funded FEMA modeling project. This line item will return in the 2022 operating budget

(L) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake and small grant program for launch inspectors, education/outreach, etc. by other organizations including TRPD, AMLAC, others. 2019 net expenses were only \$11,400 due to grant funding and cost sharing with TRPD. Propose lowering amount in 2021 to be in line with actual expected costs that will only cover curly-leaf pondweed control and expanded boat launch inspections for Medicine Lake.

(M) Funding that will be set aside and accrued over next 5 years to pay for 2025 Watershed Plan development which will start in 2023.

(N) Typically includes \$72/hour for average of 80 hours per month. (Reduced from 80 hours per month budgeted since 2013 but in line with actual expenses.)

(O) MN Association of Watershed District Annual dues. New budget item. 2019 and 2020 dues were \$500 because WMOs were newly allowed to join the organization. 2021 dues expected to be \$3,750. In 2022 dues are expected to be \$7,500 similar to other Metro watersheds.

(P) For Commission attorney. No changes in expenditures expected for 2021.

(Q) Funding for City of GV staff's monthly accounting activities and coordination of annual audit. Increase is at GV's request for 70 hrs of work per year. Monthly tasks (approx 5 hours per mo) = Prepare financial reports, write checks, deposit checks, file reports, monitor investments; annual tasks (approx 10 hours per year) = work with auditors on financial statements, prepare confirmations, review draft audit, submit annual financial report to State Auditor

(R) Insurance and audit costs have risen considerably in the last few years.

(S) Meeting catering expenses from Triple D Espresso (includes delivery). Budget reduced slightly; plan to order less food.

(T) Recording Secretary \$45/hr rate * 8 hrs/mo for meeting attendance and minutes (\$4,320 total) + \$290 annual mileage + \$250/mo meeting packet printing/mailing + \$390 contingency. Budget is lowered because social media and education column writing was moved to Education & Outreach budget (X)

(U) Budget was decreased in last few years to be more in line with actual expenses. Costs associated with Commission Engineer assistance with annual report

(V) Based on 2017-2019 agreement with HDR for website hosting and maintenance activities and closer to actual funds spent in 2019.

(W) Includes CAMP (\$7,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms Workshops (\$1,500; a decrease from previous years), Children's Water Festival (\$350). Does not allow for additional partnerships or increases in contributions. CAMP costs set by Met Council increased significantly in 2019 (after 16 years w/o increases). In 2021 moved \$4,000 in annual support to Metro Blooms for resident engagement in Harrison Neighborhood, MPLS from Education & Outreach line item (X) 2021 Budget reflects reducing Metro Watershed Partners and Metro Blooms Harrison Neighborhood funding by \$500 each.

(X) Includes funding for West Metro Water Alliance at \$13,000 and \$7,310 for other educational supplies and materials including educational signage, display materials, Commissioner training, etc. In 2021, moved social media (\$480 FB ads + \$3,510 for 1.5 hr/week*52 wks*\$45/hour) and moved educational newspaper column writing (\$2,700 for 5 hr/mo*12 months*\$45/hour) from Administrative Services line item (T)

(Y) Public Communications covers required public notices for public hearings, etc.

(Z) Will be transferred to Channel Maintenance Fund for use by cities with smaller projects along the BCWMC Trunk System streams. Reduced for 2021 for overall budget savings.

(AA) Will be transferred to Long-Term Maintenance Fund (less actual costs of FCP inspections in line (H).

(BB) Budget reduced since 2018 for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs. Reduced again in 2021 for overall budget savings.

Monitoring Notes

2021 Monitoring/Reporting on 2020 Monitoring	Total budget	2021 proposed budget	2022 proposed budget
Year 2 Sweeney Branch water quality monitoring and reporting	\$45,000	\$38,000	\$7,000
Reporting on 2020 Sweeney Branch biotic index monitoring	\$7,000	\$0	\$7,000
Reporting on 2020 Sweeney and Twin Lakes monitoring	\$11,000	\$11,000	--
Reporting on 2020 Medicine Lake monitoring	\$9,000	\$9,000	--
2021 Lake Monitoring:			
Parkers Lake	\$24,000	\$18,000	\$6,000
Westwood Lake	\$28,000	\$22,000	\$6,000
Crane Lake	\$29,000	\$23,000	\$6,000
Wirth—aquatic plants only; MPRB will perform survey along with their usual water quality monitoring	\$0	\$0	\$0
2021 General Water Quality	\$8,000	\$8,000	TBD
Total	\$163,000	\$129,000	

Monitoring Notes

Budget item	Item description	Estimated cost															
2021 Westwood Lake (St. Louis Park) and Crane Lake (Minnetonka) detailed lake monitoring	Detailed lake monitoring includes monitoring one location at each Lake on six occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, nitrate +nitrite, chlorophyll a, chloride, Secchi disc, temperature, pH, DO, specific conductance, and oxidation reduction potential), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, magnesium, and potassium), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), calculation of aquatic plant IBIs, preparation of a presentation and preparation of a final report (following template of recent reports). Final report preparation and presentation costs deferred to 2021.	Total = \$57,000															
	Westwood Hills Nature Center (WHNS) staff will collect Westwood Lake samples. Barr staff will train WHNS staff and provide technical support throughout the sample period. Technical support would include preparing bottles and paperwork (field note forms, lab paperwork), training WHNS staff, calibrating and couriering field measurement meter to WHNS staff for each sample event, arranging for courier to pick up samples from WHNS and deliver to Pace, providing technical support for each sample event including answering questions about sampling and completing lab paperwork.	2021 = \$45,000															
		2022 = \$12,000															
2021 Parkers Lake (Plymouth) detailed lake monitoring	Detailed lake monitoring includes monitoring one location on Parkers Lake on 6 occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, nitrate +nitrite, chlorophyll a, chloride, Secchi disc, temperature, pH, DO, specific conductance, and oxidation reduction potential), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, magnesium, and potassium), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), calculation of aquatic plant IBIs, preparation of a presentation and preparation of a final report (following template of recent reports). Final report preparation and presentation costs deferred to 2021.	Total = \$24,000															
	Three Rivers Park District staff will collect water quality, phytoplankton, and zooplankton samples, perform aquatic plant surveys, and complete lab analysis of samples at a reduced cost to BCWMC.	2021 = \$18,000															
		2022 = \$6,000															
Second year of two-year stream water quality/ quantity monitoring effort (automatic sampling) on the Sweeney Branch	The stream water quality monitoring program is designed to approximate the Metropolitan Council's Watershed Outlet Monitoring Program (WOMP) design for the Sweeney Branch (note: Plymouth Creek will be monitored in years 5-6). The 2021 costs include collecting 7 grab samples and 8 storm samples. This approximates the change to the WOMP sampling protocols from monthly to bi-monthly samples (some WOMP stations do not collect grab samples in the winter).	Total = \$45,000															
	Parameters to be monitored include (revised per BCWMC-approved 2020 monitoring program revisions):	2021 = \$38,000															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Total Phosphorus</td> <td style="width: 33%;">Dissolved Phosphorus</td> <td style="width: 33%;">Nitrate/Nitrite</td> </tr> <tr> <td>Ortho Phosphorus</td> <td>TKN</td> <td>Ammonia N</td> </tr> <tr> <td>Chloride</td> <td>TSS</td> <td>VSS</td> </tr> <tr> <td>E. Coli</td> <td>Chl-a</td> <td>Metals</td> </tr> <tr> <td>Hardness</td> <td>Instantaneous pH</td> <td>Dissolved oxygen</td> </tr> </table>	Total Phosphorus	Dissolved Phosphorus	Nitrate/Nitrite	Ortho Phosphorus	TKN	Ammonia N	Chloride	TSS	VSS	E. Coli	Chl-a	Metals	Hardness	Instantaneous pH	Dissolved oxygen	2022 = \$7,000
	Total Phosphorus	Dissolved Phosphorus	Nitrate/Nitrite														
	Ortho Phosphorus	TKN	Ammonia N														
	Chloride	TSS	VSS														
	E. Coli	Chl-a	Metals														
	Hardness	Instantaneous pH	Dissolved oxygen														
4-day continuous dissolved oxygen on one occasion in summer																	
Draft report preparation included in 2021 budget; final report preparation and presentation deferred to 2022.																	
Reporting on 2020 Biotic index monitoring of the Sweeney Branch	Report preparation and presentation costs deferred to 2022, to coincide with final stream water quality reporting.	Total = \$7,000¹ 2021 = \$0 2022 = \$7,000															
Reports on 2020 monitoring	2020 reporting to be completed in 2021 – Sweeney Lake and Twin Lake (\$11,000), Medicine Lake (\$9,000)	\$20,000															
General Water Quality Task	Potential items/issues include: Inventorying chloride sources and/or improvement measures; Preparing for TMDL studies on Northwood Lake and the Bassett Creek fish impairments; Internal load assessments and/or investigation(s) of alternative chemical treatments for Medicine Lake, Lost Lake, etc.; Addressing new AIS species; Implementing additional carp control issue measures at Sweeney Lake, such as an electric barrier(s); Address other water quality concerns that come up during the year (harmful algal blooms, etc.)	\$8,000															
Total Estimated 2021 Budget		\$129,000															

Notes:

¹ The BCWMC revised the biotic index monitoring schedule to line up with the stream monitoring schedule. This changes the frequency of the biotic index monitoring so that it is no longer consistent with the BCWMC Plan, which calls for biotic index monitoring every 3 years in Priority Streams. The most recent monitoring of all biotic index stations occurred in 2015. In 2018, biotic index monitoring occurred on the Main Stem and North Branch. By waiting to align stream monitoring with biotic index monitoring it will be 5 to 7 years between the 2015 and next monitoring events for Sweeney Lake Branch (2020) and Plymouth Creek (2022). Going forward, BCWMC will have a 6 year frequency between biotic index monitoring events. The BCWMC should consider revising the monitoring plan (Appendix A of the Plan) to reflect the changes to the stream monitoring and biotic index monitoring programs.